

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V -  
Vice Chairman of Classification and Records

SALARY GROUP: B21

DEPARTMENT: Classification and Records

Page 1 of 3

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Joni White DATE: 12/10/2015

POSITION #: 029443

**I. JOB SUMMARY**

Performs highly complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; coordinating program activities; and planning, assigning, and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Oversees staff in Offender Records program areas; plans, implements, coordinates, monitors, and evaluates program activities; develops and implements techniques for evaluating program operations; and ensures compliance with state and federal laws, statutes, and agency requirements, policies, and procedures.
  - B. Collects, organizes, analyzes, and prepares material in response to requests for information and reports concerning offenders; coordinates responses to special investigations and litigation requests; ensures accurate and timely dissemination of affidavits and court-ordered requests; and prepares administrative reports, studies, and specialized research projects.
  - C. Develops and implements program guidelines, policies, procedures, rules, and regulations; reviews legislation related to program areas; and recommends appropriate procedural changes.
  - D. Confers with staff on program problems to identify and implement solutions; provides guidance to employees in handling difficult or complex problems; and provides liaison with other departments of the agency, other agencies, and organizations.
  - E. Plans, assigns, and supervises the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V -  
Vice Chairman of Classification and Records

SALARY GROUP: B21

DEPARTMENT: Classification and Records

Page 2 of 3

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required six years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Six years full-time, wage-earning criminal justice, correctional administration, or program administration experience.
3. Two years full-time, wage-earning experience in the supervision of employees.
4. Offender classification experience preferred.

Applicants must meet the Texas Law Enforcement Telecommunications System (TLETS) access eligibility criteria as contained in the FBI Criminal Justice Information Systems Security Policy.

Must maintain TLETS access eligibility for continued employment in position.

For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to oversee program activities.
5. Skill to develop and evaluate administrative policies and procedures.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE:   PROGRAM SUPERVISOR V -  
                          Vice Chairman of Classification and Records

SALARY GROUP:     B21

DEPARTMENT:       Classification and Records

Page 3 of 3

8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in administrative problem-solving techniques.
10. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
11. Skill to review technical data and prepare technical reports.
12. Skill to plan, assign, and supervise the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.